Faculty,

The following message will update you on the status of the issues being worked by the Meet and Confer Team this year. The process for addressing issues involves the following steps:

1. Identify the history and interests for the issue (i.e. scoping)
2. Identify data needed and analyze data
3. Brainstorm options
4. Determine which options appropriately address the interests
5. Identify a preferred option or options
6. Gather constituent feedback on the preferred option(s)

For most of the issues, we are at Step 3 or Step 5 (see below).

1. **Retain and Retrain Policy (RIF)** -The team has reached consensus in principle on a preferred option (attached). Between 1/28/14 and 2/9/14, we will be gathering faculty feedback on the option. (Step 6) Please provide your feedback via the survey here: https://www.surveymonkey.com/s/retain_and_retrain

2. **Salary inversion** - The team has identified options and is seeking to reach consensus on a preferred option. Negotiations are ongoing. (Step 5)

3. **Pay rates and reassign time in Appendix C** - The scope of this issue is the disparity in overload rates between instructional and service faculty. We will brainstorm options in our 2/10/14 meeting. (Step 3)

4. **One Year Only faculty positions** - We have scoped this issue and data needs have been identified. We will brainstorm options in the 2/10/14 or 2/24/14 meeting. (Step 3)

5. **Salary system plus MFA salary placement** - The new salary system issue is being deferred to the 2014 - 2015 negotiation year. In the 2/10/14 or 2/24/14 meeting, we plan to identify a preferred option for the MFA salary placement issue. (Step 5)
   On a related note, we requested a step and COLA earlier this year but do not yet know if one will be awarded.

6. **Evening/weekend/summer supervision** - We have reached consensus on RFP language for evening supervision. We continue to dialogue about proposed language for summer supervision. (Step 5)

7. **Service faculty ratio** - We've reached consensus on the library faculty ratio: 1000 FTSE to 1 residential faculty. It has been requested that we defer a decision on the proposed counseling faculty ratio until after the first February CEC meeting. We anticipate we will identify a preferred option for the counseling faculty ratio in our 2/10/14 meeting. (Step 5)

8. **Day/evening distinction** - Some data has been collected and some options have been identified. We plan to continue option generation in our 2/10/14 meeting. (Step 3)

In an effort to move towards preferred options for the issues being worked, the Team will meet for eight hours of negotiations on February 10, 2014.

Frank Wilson
Faculty Meet and Confer Team Chair

Meet & Confer Team
Draft Retrain & Retrain Policy
General Outline for Comments

1. Faculty Service Areas
   a. A "Faculty Service Area" (FSA) is a service or instructional subject area established by the Instructional Council (IC) of the discipline in accordance with minimum qualifications. FSAs are established to determine the order by which faculty may be laid off when a college is facing a reduction of one or more occupied full-time faculty positions.
   b. An FSA may be as broad as an entire discipline or program, or as narrow as a subset of that discipline or program, depending on the specialization needed to teach the subject matter.
   c. The structure of an FSA will determine the order in which faculty are reduced because any reduction in force has to be specified at the FSA level at a college.
   d. By a pre-determined date each academic year, each department/division at each college will assign faculty to one or more FSAs.

2. Reduction in an FSA
   Criteria for Reduction:
   a. Alignment of the FSA with the mission, vision, and values of the college/district
   b. Level of student demand for courses in the FSA
   c. A cost/benefit analysis from reducing the FSA
   d. Changes in external accreditation or credentialing requirements
   e. Impact of reduction of the FSA on Residential Faculty, other long-term employees, and the college

3. FSA Reduction Process.
   a. Prior to recommendation to reduce an FSA, the college president or designee will meet with Faculty Senate leadership (and faculty within the FSA) and provide a written analysis to include:
      i. Detailed program, department, and division budgets;
      ii. The criteria taken into consideration as provided in Section 2 (a) above;
      iii. Seniority list for the FSA and number of Residential Faculty positions identified for potential reduction.
      iv. Other relevant information as requested.

   b. The purpose of the meeting(s) shall be:
      i. Understanding the issue(s) precipitating the consideration of reducing one or more FSAs;
      ii. Determining the parties' interests in the issue(s);
      iii. Generating options for solutions;
      iv. Applying agreed-upon criteria to the possible solutions;
      v. Reaching consensus on one or more solutions to the issue; and
      vi. Providing a plan to avoid or implement a reduction.

4. Alternatives to Reduction
   a. Formal solicitation of voluntary retirements;
   b. Voluntary transfers; or
   c. Multiple college assignments/transfers.

5. Determination of Affected Positions and Employees
   a. The Chancellor will determine the number of positions in each FSA to be reduced at the college and submit the final reduction plan to the Governing Board
   b. The Vice Chancellor for Human Resources will determine the specific Residential Faculty members subject to layoff based on the criteria provided in Section 6 below.

6. Layoff Order
   a. Adjuncts in the FSA
   b. OSOs in the FSA
   c. OYOs in the FSA
   d. Probationary Residential Faculty members in the FSA , in inverse order of tenure track date (i.e. the date on which a person became residential faculty)
   e. Appointive Residential Faculty members in the FSA, in inverse order of tenure track date

7. Retraining Plan

   Upon determination that a Residential Faculty member's position is considered eligible for a reduction in force, a committee shall be formed composed of the faculty member, the Faculty Senate President (or designee), the department chair, FSA representative, and the VPAA (or designee) for the purpose of evaluating the academic and/or experiential credentials of the faculty member. The goal of this committee will be to identify gaps in the credentials of the faculty member that if filled, could lead to qualification in another Faculty Service Area (FSA). This committee will develop a retraining plan with reasonable timelines and viable options for the faculty member that include, but are not limited to:
   a. Attending workshops or conferences.
   b. Enrolling in classes.
   c. Individualized training.
   d. Financing options including the use of Professional Growth funds, sabbaticals, reassigned time, or other college resources.
   e. Training for potential transfer to administrative positions.

8. Transfer Plan

The District is committed to try to retain faculty whether through retraining and/or transfer. The following elements will help achieve that intent:

a. The VCHR shall keep a current list of the priorities established by each college staffing committee to determine which FSAs are currently understaffed district-wide.
b. The plan should give preference to a faculty member remaining at the college they are currently employed; however, the faculty member may have to accept the alternative to transfer to another college.
c. If a transfer is the only alternative, the following steps shall be followed:
    i. The VCHR will identify the positions that are intended to be filled district-wide but have yet to be posted for hiring.
    ii. The faculty member will be granted an interview with the college president and other appropriate personnel designated by the president.
    iii. The college president will retain the right to veto any transfer if written justification is provided to the VCHR.
    iv. If more than one faculty member who has been subject to a reduction in force is eligible for a transfer, priority shall be given to the faculty member with the most seniority in the District as an Appointive Faculty Member.

9. Recall

Laid off Residential Faculty members shall be placed on a recall list for two years following the effective date of layoff with recall rights in reverse order of layoff if the position is reestablished. The Faculty member will also be considered as an internal applicant for positions for which they are qualified.